

RECIPROCITY APPLICATION

- Only complete applications will be processed; a complete application includes all applicable supporting documents and fees. Incomplete applications will be considered withdrawn.
- There are two ways to qualify for a license by reciprocity in Arizona: (A) license for license or (B) examination. For either type you need:
 1. A complete application (see below) including your valid Social Security Number and proof of citizenship or alien status;
 2. The fee of \$110 by cashier's check or money order only;
 3. A copy of your current license in another state or country (if applicable);
 4. Verification of status as set forth in (A) or (B) below; and
 5. An independent evaluation as explained below, if applicable.

(A) **License for license:** If you qualify, this may be the easier way to obtain a reciprocity license. Provide a certification of a current license from another state or country including the beginning and ending dates of licensure; i.e., a "license" is renewed at set times. A "permit to work" or "health certificate" (which may or may not be good for a lifetime) is not acceptable. Contact your governing board to obtain a certification of licensure and include it with your application. **DO NOT OPEN THE ENVELOPE.** (If they will not mail directly to you, have them send it here.)

National Interstate Council Examination: If you have taken and passed the written and practical portions of this examination within the last year but are not yet licensed, provide a state certification to that effect.

- If applying for a cosmetology license and the license does not state "Cosmetology," a certification showing the curriculum (or an independent evaluation [see below]) is necessary; i.e., hairdressing must include nails and aesthetics in the course curriculum. Arizona does not have a dedicated "hairdressing" license.

or

(B) **Examination:** If your government does not "license" or if you attended school and did not license in a state or country that does not verify hours, you may still qualify for reciprocity by education and examination. Obtain verification of hours, curriculum studied, and graduation from a school with substantially similar requirements corresponding with Arizona law. The evaluation service will assess education received. (If your state does verify hours and graduation, obtain a certification, have it mailed to you, and include it with your application. **DO NOT OPEN THE ENVELOPE.**)

- If you qualify for examination, you will be contacted with further information and fees.
- If your license in another state is not current but a certification will be provided by the governing board, include it with your application. If a separate evaluation is necessary, you will be contacted.

If you received your training or licensure outside the United States or only hours and graduation within the U.S. (are not licensed) and the state board does not verify hours,

- (1) Contact an evaluation service listed below, or an independent evaluation service of your choice;
- (2) Send information and fees for evaluation directly to the service, not to this Board;
- (3) Ask for a general evaluation and have it sent directly to you;
- (4) **Do not open the envelope;**
- (5) Include the evaluation with your application;

Arizona International Credential Evals
5830 W Thunderbird Rd, Ste B8
Glendale, AZ 85306
Tel: 602-773-1316; 1-888-252-3660

Educational Perspectives
P. O. Box 618056
Chicago, IL 60661-8056
Tel: 312-421-9300 Fax: 312-421-9353
www.edperspective.org

NOTE: Your license will expire on your next birthday! Your license may be active for only a short time.
Renewal must be postmarked on or before your **next** birthday. Renewal fee: \$30

If you have a disability and need special accommodations to participate in Board programs including receiving this information in an alternative format, please contact the ADA Coordinator at this office.

CALIFORNIA, INDIANA, AND SOUTH CAROLINA LICENSEES ONLY:

We have been informed by the above Boards of Cosmetology that they may no longer respond promptly to, will provide information electronically, or do not provide requests for certification of licensure. This may mean a delay in your application being evaluated for Arizona licensure. This office will contact these Boards and provide a certification for you based upon information provided below. **This certification will be completed based upon information obtainable by this Board and does not guarantee qualification for licensure in Arizona. Any dispute with information obtained (or information not found) will be between the applicant and their Board of Cosmetology.** If you have questions about these policies, please contact that state board.

CERTIFICATION REQUEST FORM

If you are applying from California, Indiana, or South Carolina and wish to have this office provide your certification please send:

1. A copy of your CURRENT state license;
2. A completed Arizona Certification request form (following);
3. \$30 cashier's check or money order. FEES ARE NON-REFUNDABLE.

Please print or type. Incomplete forms will cause processing delays.

NAME

DATE

MAILING ADDRESS

PHONE #

CITY STATE ZIP

SOCIAL SECURITY NUMBER

LICENSE INFORMATION

If you have more than one license to be certified, you must provide a separate form and fee for each license.

State of Licensure: _____ State license number: _____ Expiration date: _____

Name as it is listed on the license: _____

If this name is different from your original application, legal proof of name change must be submitted.

By signing below, you are verifying that the information provided for this application is true and correct to the best of your knowledge.

YOUR SIGNATURE: _____

SCHOOL HOURS CERTIFICATION

If you are applying after graduation and before licensure, verification of hours and graduation will still come from that state board. If the state does not provide certification of earned hours, you may not be able to qualify for reciprocity through examination. **Arizona cannot provide a certification of education for you.** If you wish to qualify for examination in Arizona and have attended school in a state that does not certify hours, send your educational information to an independent evaluation service listed on the first page of this application.

RECIPROCITY APPLICATION

Arizona State Board of Cosmetology

1721 East BROADWAY, TEMPE ARIZONA 85282

Phone: 480-784-4539 Fax: 480-784-4962 www.azboc.gov

This application is made under and pursuant to provisions of the laws of the State of Arizona, A.R.S. Chapter 5, Title 32. **Please read instructions.** Fill out application completely to avoid processing delays.

PERSONAL DATA – please print: The address listed below will be your address of record, and all correspondence will be sent to this address. It is your responsibility to notify the agency of an address change. Please note that the address is public information. You may use a business address or P.O. Box if you choose.

Name must be your legal name; names on all documents must match.

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FIRST NAME MIDDLE NAME LAST NAME

ADDRESS

CITY

STATE

ZIP

DATE OF BIRTH

MALE

FEMALE

SOCIAL SECURITY NUMBER

HOME PHONE NUMBER

EMAIL ADDRESS

3

FEES: Check type of license for which applied; enclose fee by **cashier's check or money order only**. Personal checks are not accepted. Fees are for processing application and **are not refundable**; evaluate eligibility carefully. Use a separate application for each license.

FEE: \$110; TYPE: ___Cosmetology ___Nail Technology ___Aesthetics ___Instructor

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The state or country in which you are currently licensed is: _____

The state or country in which you attended professional school is: _____

Have you had a previous license through Arizona Board of Cosmetology? _____YES _____NO

If YES, License Number _____ Name on license: _____

Has any cosmetology license under your name had disciplinary action taken against it? _____YES _____NO

Have you ever had a cosmetology license suspended or revoked? _____YES _____NO

If YES, give details: _____

Have you taken a board exam in Arizona with the last five years? _____YES _____NO

If YES: When: _____ Which exam: _____ Name used at time: _____

Have you: ___Cashier's check or money order? ___Attached a copy of your current license?

___Completed all blanks? ___Enclosed certification from governing board?

___Enclosed an evaluation, if applicable (as explained in Instructions)?

___Enclosed proof of citizenship or alien status?

In signing below, you are certifying that information provided for this application is true and correct, you have read this form, and you know and understand the laws and rules of the Arizona Board of Cosmetology.

SIGNATURE

Place current photo here

**MUST BE
PASSPORT QUALITY**

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